

# 2017 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

Owner Name \_\_\_\_\_ List # \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Property Location \_\_\_\_\_  
\_\_\_\_\_ Map / Lot \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

**1 Primary Property Use (Check One)**

☐

Apartment

☐

Office

☐

Retail

☐

Mixed Use

☐

Shopping Ctr.

☐

Industrial

☐

Other \_\_\_\_\_

2 Gross Building Area

(Including Owner-Occupied Space)

\_\_\_\_\_

Sq. Ft.

6 Number of Parking Spaces

\_\_\_\_\_

3 Net Leasable Area

\_\_\_\_\_

Sq. Ft.

7 Actual Year Built

\_\_\_\_\_

4 Owner-Occupied Area

\_\_\_\_\_

Sq. Ft.

8 Year Remodeled

\_\_\_\_\_

5 Number Of Units

\_\_\_\_\_

## INCOME

9 Apartment Rentals (From Schedule A)

\_\_\_\_\_

10 Office Rentals (From Schedule B)

\_\_\_\_\_

11 Retail Rentals (From Schedule B)

\_\_\_\_\_

12 Mixed Rentals (From Schedule B)

\_\_\_\_\_

13 Shopping Center Rentals (From Schedule B)

\_\_\_\_\_

14 Industrial Rentals (From Schedule B)

\_\_\_\_\_

15 Other Rentals (From Schedule B)

\_\_\_\_\_

16 Parking Rentals

\_\_\_\_\_

17 Other Property Income

\_\_\_\_\_

**18 TOTAL POTENTIAL INCOME**

(Add Line 9 Through Line 17)

\_\_\_\_\_

19 Loss Due to Vacancy and Credit

\_\_\_\_\_

**20 EFFECTIVE ANNUAL INCOME**

(Line 18 Minus Line 19)

\_\_\_\_\_

## EXPENSES

21 Heating/Air Conditioning

\_\_\_\_\_

22 Electricity

\_\_\_\_\_

23 Other Utilities

\_\_\_\_\_

24 Payroll (Except management)

\_\_\_\_\_

25 Supplies

\_\_\_\_\_

26 Management

\_\_\_\_\_

27 Insurance

\_\_\_\_\_

28 Common Area Maintenance

\_\_\_\_\_

29 Leasing Fees / Commissions / Advertising

\_\_\_\_\_

30 Legal and Accounting

\_\_\_\_\_

31 Elevator Maintenance

\_\_\_\_\_

32 Tenant Improvements

\_\_\_\_\_

33 General Repairs

\_\_\_\_\_

34 Other (Specify) \_\_\_\_\_

\_\_\_\_\_

35 Other (Specify) \_\_\_\_\_

\_\_\_\_\_

36 Other (Specify) \_\_\_\_\_

\_\_\_\_\_

37 Security

\_\_\_\_\_

**38 TOTAL EXPENSES** (Add Lines 21 Through 37)

\_\_\_\_\_

**39 NET OPERATING INCOME** (Line 20 Minus Line 38)

\_\_\_\_\_

40 Capital Expenses

\_\_\_\_\_

41 Real Estate Taxes

\_\_\_\_\_

42 Mortgage Payment (Principal and Interest)

\_\_\_\_\_

SCHEDULE A - 2017 APARTMENT RENT SCHEDULE

UNIT TYPE	NO. OF UNITS		ROOM COUNT		UNIT SIZE	MONTHLY RENT		TYPICAL
	TOTAL	RENTED	ROOMS	BATHS	SQ. FT.	PER UNIT	TOTAL	LEASE TERM
EFFICIENCY								
1 BEDROOM								
2 BEDROOM								
3 BEDROOM								
4 BEDROOM								
OTHER RENTABLE UNITS								
OWNER/MANAGER/JANITOR OCCUPIED								
SUBTOTAL								
GARAGE/PARKING								
OTHER INCOME (SPECIFY)								
TOTALS								

Complete this Section for Apartment Rental activity only.  
BUILDING FEATURES INCLUDED IN RENT

(Please Check All That Apply)

- ☐ Heat
- ☐ Electricity
- ☐ Other Utilities
- ☐ Air Conditioning
- ☐ Stove/Refrigerator
- ☐ Dishwasher
- ☐ Garbage Disposal
- ☐ Other Specify \_\_\_\_\_
- ☐Furnished Unit
- ☐Security
- ☐Pool
- ☐Tennis Courts
- ☐Parking

SCHEDULE B - 2017 LESSEE SCHEDULE

Complete this Section for all other rental activities except apartment rental.

NAME OF TENANT	LOCATION OF SPACE	LEASE TERM			ANNUAL RENT				PARKING		INTERIOR FINISH		
		START	END	SQ.FT	BASE	ESC/CAM OVERAGE	TOTAL	TOTAL PER SQ. FT.	NO. OF SPACES	ANNUAL RENT	OWNER	TENANT	COST
TOTALS													

# VERIFICATION OF PURCHASE PRICE

(Must be completed if the property was acquired on or after January 1, 2017)

PURCHASE PRICE \$ \_\_\_\_\_ DOWN PAYMENT \$ \_\_\_\_\_ DATE OF PURCHASE \_\_\_\_\_  
DATE OF LAST APPRAISAL \_\_\_\_\_ APPRAISAL FIRM \_\_\_\_\_ APPRAISED VALUE \_\_\_\_\_

			(Check One)	
			FIXED	VARIABLE
FIRST MORTGAGE	\$ _____	INTEREST RATE _____%	PAYMENT SCHEDULE TERM _____	YEARS
SECOND MORTGAGE	\$ _____	INTEREST RATE _____%	PAYMENT SCHEDULE TERM _____	YEARS
OTHER	\$ _____	INTEREST RATE _____%	PAYMENT SCHEDULE TERM _____	YEARS
CHattel MORTGAGE	\$ _____	INTEREST RATE _____%	PAYMENT SCHEDULE TERM _____	YEARS

DID THE PURCHASE PRICE INCLUDE A PAYMENT FOR: FURNITURE? \$ \_\_\_\_\_ (Value) EQUIPMENT? \_\_\_\_\_ (Value) OTHER (Specify) \$ \_\_\_\_\_ (Value)

HAS THE PROPERTY BEEN LISTED FOR SALE SINCE YOUR PURCHASE? (Check One) YES ☐ NO ☐

IF YES, LIST THE ASKING PRICE \$ \_\_\_\_\_ DATE LISTED \_\_\_\_\_ BROKER \_\_\_\_\_

Remarks - Please explain any special circumstances or reasons concerning your purchase (I.e., vacancy, conditions of sale, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I DO HEREBY DECLARE UNDER PENALTIES OF FALSE STATEMENT THAT THE FOREGOING INFORMATION, ACCORDING TO THE BEST OF MY KNOWLEDGE, REMEMBRANCE AND BELIEF, IS A COMPLETE AND TRUE STATEMENT OF ALL THE INCOME AND EXPENSES ATTRIBUTABLE TO THE ABOVE IDENTIFIED PROPERTY (*Section 12-63c(d) of the Connecticut General Statutes*).

SIGNATURE \_\_\_\_\_ NAME (Print) \_\_\_\_\_ DATE \_\_\_\_\_  
TITLE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**RETURN TO THE ASSESSOR ON OR BEFORE JUNE 1, 2018**